

Vetting Committee for Out-of-School Time Programs

Rubric

Fall 2015 vetting cycle for SY 2015-2016 spring programming

Description of process: *The Vetting Committee for Out-of-School Time Service Providers is divided into small groups to review applications and give recommendations to the applicants. The groups are made of members from multi-disciplinary backgrounds in order to ensure that each application is reviewed thoroughly. Committee members should consider the number of children served, the population that the provider intends to serve, and the needs of that particular population. Committee members should look at the application as a whole. Points on this rubric do not numerically correspond to the application.*

Provider's Name: _____

Ratings by Program Area

A. Program Development Information

	No Evidence	Some Evidence	Substantial Evidence
1. Outlines clear and concise goals			
2. Implementation model reflects the stated goals			
3. Components appeal to target population and encourage long-term participation			
4. Responds to and reflects student/parent needs			
5. Program design complements school day without replication			

Strengths and weaknesses:

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B. Data and Accountability

	No Evidence	Some Evidence	Substantial Evidence
1. Collects data for program evaluation			
2. Uses data for program improvement			
3. Fiscal capacity exists to implement program successfully			

Strengths and weaknesses:

C. Administrative

	No Evidence	Some Evidence	Substantial Evidence
1. Provides for safety of students			
2. Adequately insured for the duration of the relationship with DCPS			
3. Staffing practices and job descriptions are aligned with job expectations			
4. Provides adequate scheduling			

Strengths and weaknesses:

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Applicants Status

Approved: _____ Conditionally Approved: _____ Not Approved: _____

The conditions under which this application should be approved are as follows:

Final Recommendation

In this space please provide a summary statement of your team's findings, the application's strengths and weaknesses, and any necessary clarifications.

Group Members 1. _____ 2. _____
3. _____ 4. _____
5. _____